

**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION**  
**SPECIAL BOARD OF DIRECTORS MEETING**  
**THURSDAY, DECEMBER 5, 2024 (6PM) Meeting Room & via Zoom**

**1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM**

Meeting was called to order at: 6:01 pm

**Board Members present**

Craig Nicholson - President  
Joe Mora - Vice President  
Christine Hall - Treasurer  
Colin Smith - Member-at-Large  
Tamara Simmons - Secretary

**Managers & Employees present:**

James Nguyen of Bartlein  
Julia Ambat, Scribe

**Homeowners present:**

Tom Doty #219  
Jim Stretchberry #122  
Greg Barnett #251  
Cathy Leyva #369

**2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE –**

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Tom Doty: Inquired about why Bartlein Management is leaving. James gave an explanation.

Jim Stretchberry: Expressed concerns regarding the change in management and requested a detailed explanation from the Board, emphasizing their responsibility to provide clarity to owners. Jim asked for his frustration with the Board to be recorded in the minutes.

Greg Barnett: Asked about the process for selecting new management and shared concerns similar to other owners regarding Bartlein's departure. Craig informed him that the Board has received five proposals, expects another one soon, and some of the selection criteria the board was using. Greg also asked about the transition process, and James assured him that Bartlein would assist in ensuring a smooth handover and remain until the new company assumes responsibilities in January. Greg raised concerns about the logistics of the January 1st payment, which the Board acknowledged but could not confirm at this time.

Cathy Leyva: Also raised concerns about the January payment process. Cathy thanked Bartlein for their service and shared her view that the meetings have become uncomfortable due to disrespectful behavior. She urged the Board to foster a more respectful and productive environment. Cathy expressed appreciation for the Board's efforts but encouraged critical reflection on how meetings are conducted.

Julia Ambat: Echoed Cathy's sentiments, emphasizing the need for respectful conduct during meetings.

**3. NEW BUSINESS (Board to consider, review and possibly vote on...)**

**a. Management Services**

The Board evaluated management proposals based on several key categories, including financials, data management, banking and ACH capabilities, onsite oversight, and vendors. Due to the confidential nature of the proposals and the specific details provided by the management companies, these discussions were held in executive session. The Board is aiming to finalize its decision in the coming weeks to ensure a smooth and timely transition for all members.

James outlined the typical transitions process:

- Once a management company is selected, Bartlein will notify owners of the change and provide contact information for the new management.
- The new management company will distribute documents necessary to set up ACH payments and other administrative details.
- Bartlein will supply the new management company with owner and tenant contact information.
- At the end of the month, once Bartlein closes the books, they will transfer a minimum of six months of payment history, governing documents, and budgets to the new management company.



- For payments inadvertently sent to Bartlein after the transition, Bartlein will forward these to the new management company

The board reiterated its commitment to making the transition as seamless as possible for all members.

**4. EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3<sup>rd</sup> parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member); levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

**6. ADJOURNMENT at 8:46pm (Scheduled meeting 12/12/24 @ 6PM IN PERSON & via Zoom)**

**Prepared By: Julia Ambat (Scribe)**

